

South Sioux City Public Library

Staff Development Policies

(Approved by the City Council of the City of South Sioux City 1-14-2019)

The South Sioux City Public Library realizes the importance of staff training and the benefits that training provides for effective service to the public. The Advisory Board encourages the development of all employees to their fullest potential.

The Nebraska Library Commission provides training for all library personnel and supports a voluntary certification program for librarians. Employees are encouraged to further their job skills through participation in such programs. Completion of such training will be noted in the employee's personnel file and be considered in making advancement and promotions.

"Continuing education credit is earned for participation in planned learning experiences designed to bring about changes in knowledge, skills, or attitudes which contribute directly to delivery of quality library services and competent practice of librarianship." (Nebraska Library Commission)

During each three-year certification period staff need to accrue at least 45 C.E. credits to be recertified at the end of the period. To meet Nebraska Library certification requirements all full time South Sioux City Public Library staff are required to meet the appropriate qualifications for state certification and to update their credits regularly. The library shall pay the registration costs, tuition costs, or fees for an employee to attend Library Director approved conferences, training sessions and business meetings. Travel and official expenses will be followed according to the City of South Sioux City Personnel Manual (6-1, 6-2) Part-time staff members are encouraged to meet the appropriate qualifications for state certification and to update their credits regularly.

All employees are required to attend staff meetings and staff training sessions as scheduled by the director.

On at least an annual basis, employees will receive a performance evaluation in writing conducted by the Library Director and Department Head. Performance evaluations are intended to hold employees accountable, provide feedback, and give direction in an effort to help them improve in ability to perform their job duties. Employees will be reviewed with respect to the duties outlined in their job description and will be ranked from unacceptable, poor, satisfactory, above average, or excellent. (City of South Sioux City Personnel Manual (6-2).

Membership in the Nebraska Library Association will be paid by the library for the director. American Library Association membership may also be paid for the director as the budget allows.

(approved by the South Sioux City Advisory Board 2/07/2018)